

Regular Meeting

February 25, 2005
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Friday, February 25, 2005, at 12:52 p.m. with Priscilla Tyson and Grady Pettigrew in attendance.

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RE: Review and approval of the minutes from the December 20, 2004, regular meeting.

The minutes were approved as written.

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RE: Review of the results of the Pre-hearing Conference.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Carnell Cunningham – Bus Driver, Columbus Public Schools (CPS), discharged due to failure of drug test. Both parties are currently working on a settlement and should advise the Commission by March 2, 2005, if they are going to settle the case. If it is not settled, the April 11, 2005, Trial Board will have to be rescheduled because counsel for appellant is not available on that date. If the case goes forward it should not take more than two to three hours. There is a total of three witnesses other than the appellant; the person who called the employee in for the random test, the employee from CareWorks who collected the sample, the physician who reviewed the results and the appellant.

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RE: Request of the Civil Service Commission staff to amend Rule XI(C)(1) to eliminate any new probationary period requirement for non-probationary employees reemployed following a layoff.

PRESENT: Barbara Gates McGrath, Executive Director

Commission staff recommended revisions to Rule XI in order to eliminate any new probationary period requirement for employees who had completed the probationary period for their class, been laid-off and then subsequently reemployed in the same class. Currently employees that had been laid-off and then reemployed in their former class would be required to serve a new probationary period of as many as 180 days (6 months).

The basis for this recommendation was that permanent employees returning from a layoff should be made as whole as possible in matters such as position assignment, pay and status. To require these individual to serve an additional probationary period upon their return ignores their prior, successful completion of the probationary period and makes them newly vulnerable to probationary termination through no fault of their own. The proposed language makes available for non-probationary employees subjected to the layoff activities of the last few years the proper exception to the primary elements of the Rule.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of appellant Jonathan Wade, Sr. to withdraw the appeal he filed with the Civil Service Commission on March 10, 2004 regarding his 30-day suspension from the position of Bus Driver with the Columbus Public Schools – Appeal No. 04-BA-0014.

Grady Pettigrew moved to accept Jonathan Wade's request to withdraw his appeal No. 04-BA-0014. Priscilla Tyson seconded the motion and it was approved.

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RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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RE: Request of the Columbus Public Schools to revise the specification for the classification Environmental Systems Technician Supervisor (Controls) [Class Code 462].

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina presented this request from Columbus Public Schools to change the examination type for this classification from open competitive to noncompetitive. During a recent detailed job analysis it was determined that applicants for this classification are required to possess a State of Ohio HVAC Contractor license at the time of filing his/her application. Due to this requirement for specialized licensing, it was requested that the examination type be changed to noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Legislative Assistant (U) [Class Code 0501].

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Legislative Assistant (U) as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in November of 1999. There are currently three incumbents serving in this classification.

No revisions to the definition were recommended. Several duty statements were added to the examples of work section of the specification to better reflect the work that is currently performed as a result of new software and electronic processes being utilized.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Sewerage and Drainage Division Assistant Administrator (Class Code 0166).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities to add a substitution to the minimum qualifications. The Department wanted to add language that would allow registration as a Professional Engineer to substitute for the bachelor's degree requirement with the rationale being that prior to 1976 the State of Ohio did not require education in order to be registered as a Professional Engineer and has continued to renew the registration of these individuals provided their initial registration was first issued prior to 1976.

Being registered as a Professional Engineer is in itself a rigorous process in which applicants must graduate from an accredited engineering program or university, pass an examination on the fundamentals of engineering, gain practical engineering experience under the guidance of a registered engineer and then pass a disciplinary specific examination on the principles and practices of engineering. It is for these reasons that it was recommended that the minimum qualifications be revised to allow a substitution that would read, "Possession of a valid State of Ohio certificate as a registered professional engineer (P.E.) may substitute for the bachelor's degree requirement". No other revisions to this specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation and Parks Assistant Director (Class Code 0085).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for this classification as part of the Commission's efforts to review every classification at least every five years. This classification was last reviewed in September of 2000. There are currently two incumbents.

No revisions to the definition were recommended. The only revision to the examples of work was to include a duty statement referencing oversight and coordination of activities relating to the Golf Courses Division. The only revision to the minimum qualifications was to decrease the number of years of managerial experience from seven to five. No revisions to the knowledge, skills and abilities, examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation and Parks Aide (Seasonal) [Class Code 3684].

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation and Parks Aide (Seasonal) as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in 2000. There are currently 401 employees serving in this classification, all of which are seasonally appointed.

No revisions to the definition, examples of work, knowledge, skills and abilities, 365 day probationary period or the noncompetitive examination type were recommended. However, due to the fact that this classification is used in a multitude of ways, always seasonally and could possibly lead to other jobs within the department, it was recommended that the minimum qualifications be revised to simply require a motor vehicle operator's license for some positions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Instructor, extend the probationary period to 365 days and amend Rule XI accordingly (Class Code 3215).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Recreation Instructor was last revised in August of 2000. There are currently 287 incumbents serving in this classification, all of which are part-time.

No revisions were proposed to the definition. The examples of work section of the specification was revised to include some of the newer recreational activities offered by the department such as adventure recreation, environmental education and therapeutic recreation. Due to the nature of this classification, it was recommended that the minimum qualifications be worded to allow for maximum flexibility and a greater understanding that there are countless ways to gain the expertise to instruct the classes offered with the City's recreation centers. The recommended language was "any combination of coursework, training, or experience in a recreational specialty that would provide the knowledge, skills and abilities listed below". No revisions to the knowledge, skills and abilities were recommended. The department requested and the Commission agreed that the probationary period be extended to 365 days to be consistent with Commission policy for noncompetitive classifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification GIS Manager (Class Code 0243).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the minimum qualifications for the classification GIS Manager. In the information technology fields, the knowledge to perform this work is often acquired in a variety of ways that may or may not include formalized education. Geographic information system (GIS) is a relatively new technology that is rapidly being integrated into the workplace in a vast array of applications. Many individuals using GIS today have had to learn this software and become familiar with its capabilities and uses through exposure on the job rather than formalized education. For these reasons it was recommended that the minimum qualifications be revised to include an experience substitution. A minor change was also requested in the knowledge, skills and abilities section of the specification to change "Columbus community" to read "Central Ohio area. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification GIS Analyst (Class Code 0549).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the minimum qualifications for the classification GIS Analyst. In the information technology fields, the knowledge to perform this type of work is often acquired in a variety of ways that may or may not include formalized education. Geographic information system (GIS) is a relatively new technology that is rapidly being integrated into the workplace in a vast array of applications. Many individuals using GIS today have had to learn this software and become familiar with its capabilities and uses through exposure on the job rather than formalized education. For these reasons it was recommended that the minimum qualifications be revised to include an experience substitution. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Customer Services Coordinator, retitle it to read Water Customer Services Coordinator, change the examination type to noncompetitive and amend Rule XI accordingly (Class Code 0865).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in conjunction with the request to create an Electricity Customer Services Coordinator classification. Both classifications are responsible for coordinating all customer service and field service sections within their respective divisions in the Department of Public Utilities.

By definition the Water Customer Services Coordinator is responsible for coordinating all customer service activities including billing, customer service, revenue collection and water field service activities. The examples of work section of the specification was revised slightly to reference the Division Administrator rather than the Assistant Administrator, which is more appropriate given the chain of command within the Division. A guidelines for class use was included that identified this classification as a single position and restricts its use to the Water Division. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to include a knowledge statement pertaining to the principles and practices of meter repair and servicing. It was further requested that the examination type be changed to noncompetitive and that the probationary period be designated 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to create the specification for the classification Electricity Customer Services Coordinator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented a request from the Department of Public Utilities to revise the Customer Services Coordinator classification so that it could also be used in the Electricity Division. Currently the classification is restricted to the Water Division where the incumbent directs all the customer and water service functions and directs the staff assigned to these units (more than 150 employees).

As a result of a review of the organization of the Electricity Division it was noted the servicing areas, staffing size and revenues generated were significantly different with the Electricity Division much smaller in size. It was therefore decided that a separate classification should be created for the Electricity Division.

The definition was written to indicate responsibility for coordinating all customer service activities including accounting, customer service, consumer servicing, collections and meter reading and repair. The examples of work section was developed to include a representative list of duties to be performed by the incumbent. A guidelines for class use was proposed that would identify the classification as a single position and restrict its use to the Electricity Division. The minimum qualifications require possession of a bachelor's degree and six years of customer service, two of which must be supervisory. A substitution would permit a master's degree to be substituted for one year of the non-supervisory experience and four years of experience in specific area may be substituted for the required education on a year-for-year basis. The knowledge, skills and abilities section was developed to include statements that are important for successful job performance. It was requested that the examination type be designated noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Pipe Line Locator, retitle it to read Utility Line Locator and amend Rule XI accordingly (Class Code 4055).

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request based on feedback provided by the Department of Public Utilities. It is anticipated that this classification will be utilized within the Operational Support Division of the Department of Public Utilities and it was therefore recommended it be retitled and that its functions be expanded to include water, sewer and electric lines. It was recommended that the definition be expanded to include all utility lines and that the examples of work be broadened to include work typically performed in the location of other utility lines. The minimum qualifications and knowledge, skills and abilities sections of the specification were revised to replace "water distribution" lines with "utility" lines as a result of the classification expanding to include utility lines. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Operator (Class Code 3873).

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to a request initiated by AFSCME as a result of significant changes in work processes and practices. There are currently sixty-three incumbents serving in this classification. Based upon completed questionnaires and information received from incumbents and supervisors, the following revisions were recommended.

No revisions to the definition were recommended. With the utilization of new technology, Supervisory Control and Data Acquisition (SCADA) system, operators will spend approximately 75% of their time monitoring the process/equipment from a remote personal computer and 25% of their time making adjustments to the process/equipment. Therefore, the examples of work section was revised to better describe the work performed with the implementation of SCADA and other technology. The minimum qualifications were revised to require one year of experience operating or maintaining large motorized pumps, generators, blowers or air compressors or one year of experience operating automated control or computerized systems for a utility group, processing plant or manufacturing facility. The knowledge, skills and abilities were revised to reflect the knowledge, skills and abilities that are important for successful job performance. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the classification for the specification Wastewater Surveillance Technician I, retitle it to read Wastewater Pretreatment Technician I and amend Rule XI accordingly (Class Code 1860).

Present: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to nine position audits recently completed within the Wastewater Surveillance Technician I classification. There are currently nine incumbents serving in this classification. Based upon completed questionnaires and information received from incumbents and supervisors, the following revisions were recommended.

The definition statement was revised to more accurately reflect the purpose or reason that this classification exists. The examples of work section of the specification was revised to include those duties most representative of the work performed. It was recommended that the minimum qualifications section be expanded to require one year of experience collecting samples, conducting laboratory or field tests, performing plumbing or mechanical maintenance work or a related field. This revision more accurately describes the type of experience that would minimally qualify individuals to perform this type of work. The knowledge, skills and abilities section was also broadened. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Surveillance Technician II, retitle it to read Wastewater Pretreatment Technician II and amend Rule XI accordingly (Class Code 1861).*

Present: Tammy Rollins, Personnel Administrative Office

Tammy Rollins presented this request in response to two position audits recently completed within the Wastewater Surveillance Technician II classification. There are currently two incumbents serving in this classification. Based upon completed questionnaires and information received from incumbents and supervisors the following revisions were recommended.

The definition was recommended for revision to more accurately reflect the purpose or reason that this classification exists. The examples of work section of the specification was revised to include those duties most representative of the work performed. No revisions to the minimum qualifications were recommended. The knowledge skills and abilities section of the specification was broadened to include several more knowledge skill and abilities statements that would be important for successful job performance. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Transactions.*

No personnel transactions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Appeal No. 05-CA-0001 - Review of the appeal of Lee Shade regarding the reallocation of his position to Desktop Support Technician.

The Commissioners reviewed the appeal Mr. Shade filed on January 11, 2005, regarding the reallocation of his position to Desktop Support Technician stating that he should be classified as a Technical Support Analyst. The responsibilities of the Technical Support Analyst are defined as being responsible for specialized support and resolution of problems related to the City's information systems and networks. It was also designed to be the third level of support in the class series with a focus on more complicated problems, not focused solely on server issues. The decision to reallocate Mr. Shade's position to Desktop Support Technician was based upon an interview with Mr. Shade and the information he provided in his request for review, which made it clear Mr. Shade is properly classified.

Based upon this information, Mr. Shade's appeal was denied and dismissed without a hearing.

Appeal No. 05-CA-0002 - Review of the appeal of Richard Strojny regarding the reallocation of his position to Desktop support Technician.

The Commissioners reviewed the appeal Mr. Strojny filed on January 11, 2005, regarding the reallocation of his position to Desktop Support Technician stating that he should be classified as a Technical Support Analyst. The responsibilities of the Technical Support Analyst are defined as being responsible for specialized support and resolution of problems related to the City's information systems and networks. It was also designed to be the third level of support in the class series with a focus on more complicated problems, not focused solely on server issues. The decision to reallocate Mr. Strojny's position to Desktop Support Technician was based upon an interview with Mr. Strojny, input from supervisory, management and human resources personnel within his department and the information Mr. Strojny provided with his appeal; all of which made it clear Mr. Strojny is properly classified.

Based upon this information, Mr. Strojny's appeal was denied and dismissed without a hearing.

Appeal No. 05-BA-0001 - Review of the appeal of Shinda Prillerman regarding his five-day suspension from the position of Custodian II with the Columbus Public Schools.

This item was deferred.

Appeal No. 05-BA-0003 – Review of the appeal of Kimberly Barger regarding the position description and pay range for the classification of Food Service Satellite Worker with the Columbus Public Schools.

The Commissioners reviewed the appeal Ms. Barger filed on February 4, 2005, which she identified as a class action grievance. The basis of her appeal was that she believes the Food Service Satellite Worker position description is outdated and the pay range associated with the classification is too low. The Commission has jurisdiction over disciplinary suspensions in excess of three days and disciplinary terminations and demotions. Mr. Barger's appeal involves sections of her bargaining unit agreement over which the Commission has no jurisdiction.

Based upon the above, the Commissioners dismissed Ms. Barger's appeal without a hearing.

Applicants Removed Post Exam		
Name of Applicant	Position applied for	BAR #
Casey R. Baeslack	Police Officer	05-BR-001
Starla L. Bible	Police Officer	05-BR-002
James N. Christian	Police Officer	05-BR-003
Bryan J. Critser	Police Officer	05-BR-004
Timothy E. Fay	Police Officer	05-BR-005
Oliver B. George	Police Officer	05-BR-006
Carissa Herwig	Police Officer	05-BR-007

Michael L. Moore,	Police Officer	05-BR-008
Christopher Park	Police Officer	05-BR-010

After reviewing the files of Casey R. Baeslack, Starla L. Bible, James N. Christian, Oliver B. George, Carissa Herwig and Christopher Park, the Commissioners decided not to reinstate their names to the Police Officer Eligible List. After reviewing the files of Bryan J. Critser, Timothy E. Fay and Michael L. Moore, II, the Commissioners decided their names would be reinstated to the Police Officer Eligible List.

Applicants Removed Post Exam		
Name of Applicant	Position applied for	BAR #
Brent L. Walters, II	Police Officer	05-BR-009
Shirley Brown	Police Officer	05-BR-011
Joshua C. Rhyne	Police Officer	05-BR-012
Clark Avery	Police Officer	05-BR-013
Shawn Bakr	Police Officer	05-BR-014
John Bibler	Police Officer	05-BR-015
Jacob J. Day	Police Officer	05-BR-016
Justin Gallo	Police Officer	05-BR-017
John W. Stith	Refuse Collection	05-BR-018

After reviewing the files of Joshua C. Rhyme, Clark Avery, Shawn Bakr and John Bibler, the Commissioners decided their names would not be reinstated to the Police Officer's Eligible List. After reviewing John W. Stith's file, the Commissioners decided his name would not be reinstated to the Refuse Collection Vehicle Operator (Manual) Eligible List.

After reviewing the files of Brent L. Walters, II, Shirley Brown, Jacob J. Day and Justin Gallo, the Commissioners decided their names would be reinstated to the Police Officer Eligible List.

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The meeting adjourned at 1:30 p.m.

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<hr/> Priscilla R. Tyson, Commission President	<hr/> March 28, 2005 Date
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